



Republic of the Philippines
PROVINCE OF BOHOL



PROVINCIAL PROCUREMENT MANAGEMENT UNIT

TO : All Prospective Suppliers/Contractors/Service Providers

SUBJECT : Instructions to Bidders on Bid Submission Compliance

This is to remind all suppliers/contractors/service providers, who wish to submit their proposals for public bidding.

The following are the reminders, to wit:

- All bid proposals must be submitted in **three (3) sets – one (1) original, one (1) copy one and one (1) copy two and properly sealed**
- Please be sure to fasten your documents in a separated folder and sealed it with the subjected title, Original Copy for Financial Component, Original Copy for Technical Component, Copy 1 for Financial Component, Copy 1 for Technical Component, Copy 2 for Financial Component & Copy 2 For Technical Component and **(Joining Together in a Mother Envelope)**: Address to the PPMU BAC Secretariat, BAC Chairman-Atty. Handel T. Lagunay, Address: 2nd Floor, Capitol Building, Cogon District, Tagbilaran City with the Project Reference No., Project Name, Supplier's Company Name, Schedule of Bidding, Time/Venue.
- Bid proposal should be properly **tabbed and labeled** accordingly to the checklist provided therein
- Failure to provide the marginal signatures in every page of the **original document, copy 1 and copy 2 of both Technical Component and Financial Component** is a ground for disqualification or outright rejection during the Bid Opening of Bid Proposals;
- Certified True Copy in Every Photocopy Files with Sign and Date.
- Include the **Brand names and or/model of the item** (Technical Specification) for Goods/Supplies/Equipment.
- Please include the **Bid Data Sheet Form** in the last Part of Technical Requirements this may require during PAAS Eligibility Requirements.
- Bid and Awards Committee Members shall verify, validate and ascertain all statements and documents submitted by the bidder on the bidding day.

Please be guided accordingly.

PPMU/BAC SECRETARIAT

